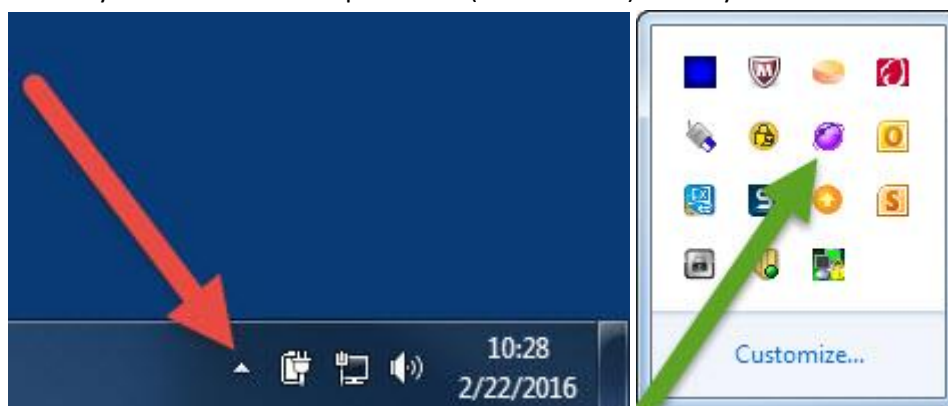




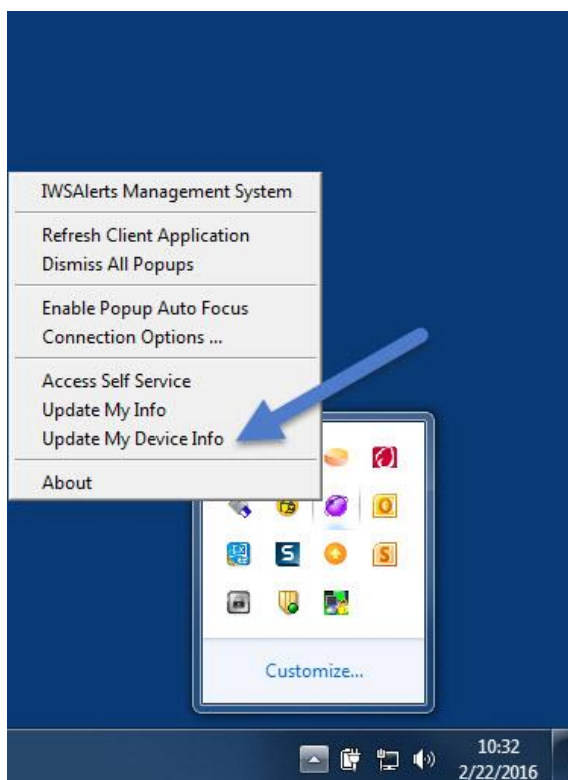
NAWS China Lake – AT-Hoc Setup

The following instructions will help you set up your AT-Hoc Device Preferences. At a minimum Text Messaging and Mobile Phone setup is recommended.

1. Locate the purple AT-Hoc globe (GREEN ARROW) in the task bar (next to your clock) on any NMCI workstation.
 - a. You may have to click the expand icon (RED ARROW) to see your icon.



2. RIGHT CLICK the purple globe and LEFT CLICK on “Update My Device Info” from the menu. (BLUE ARROW)



Don't see the icon or cannot log in?

Call the NMCI Help Desk at **866-THE-NMCI** (866-843-6624)

Why Text Messaging?

Text messaging can provide notifications with less bandwidth meaning faster delivery. In addition, text messages will buffer, so if you are out of the service area you will get them when your phone acquires signal.

The most important reason is that sometimes emergencies happen when you are away from your desk. Get notified and stay safe, wherever you are.

Not On NMCI?

Call the NAWS Emergency Management Officer at 760-939-3253 for information.




NAWS China Lake – AT-Hoc Setup

- Log into the AT-Hoc system and input your device information. At a minimum, it is a requirement to input your government email and government phone (ORANGE ARROW). It is also recommended to add your cell phone number in both the Phone – Mobile field (RED ARROW) **AND** the Text Messaging field (GREEN ARROW). **NOTE: to receive messages via text you MUST enter your phone in the Text Messaging field. Entering your phone in the Phone – Mobile field will set you up for voice calls via cell NOT text messages.** Don't forget to click SAVE (BLUE ARROW) to save your changes.

NAWS China Lake

[Inbox](#) [My Info](#) [Devices](#)

Self Service Devices

 **AUTHORITY:** DODINST 6055.17, OPNAVINST 3440.17, CNICINST 3440.17, UFC 4-021-01, SORN 1754-4. **PRINCIPAL PURPOSE(S):** Computer Desktop Notification System (CDNS) serves as part of the Navy Region and Installation Mass Notification System (MNS). CDNS provides pop-up messages to the workstations attached to DoD Networks. In addition, CDNS has the capability to notify members in the database, via electronic mail and telephone, of real-world and exercise threat conditions. **ROUTINE USE(S):** The system utilizes primarily workstation pop-up messages for emergency alert notification but can utilize additional communications mediums based on the event severity. This can include telephonic alert message to the work, home, mobile phones and text based messages via electronic mail address and Short Message Service (SMS). Additionally, a report can be printed to document confirmation that an alert message was received by the person(s). **DISCLOSURE:** Disclosure is required for military and key-civilians and voluntary for non-key civilians. Failure to disclose information would result in not being notified of mission or natural disaster alert notifications.

Fields marked with * are mandatory.

[Save !](#) [Reset](#)

Mandatory Devices

Email - Work - Primary:

Phone - Work:

Format: (XXX)YYY-ZZZZ for extensions (XXX)YYY-ZZZZ x1234

Optional Devices

** Note: Mobile Phone/SMS required for government provided phones

Email - Work - Secondary:

Phone - Mobile:

Text Messaging:

TTY/TDD Phone:

Email - Home:

Phone - Home:

Pager (Numeric): Select Carrier

Pager (One Way): Select Carrier

Pager (Two Way): Select Carrier

[Save !](#) [Reset](#)